

# ELECTION DEPT. OFFICE WORKERS NEEDED **Now** FOR 2020

The Clark County Election Department needs part-time hourly temporary staff for office work for the 2020 elections. Spanish and/or Filipino (Tagalog) language abilities are desirable but not required. **APPLY NOW!**

**WHEN:** January-November, 2020

**WHERE:** Clark County Election Department, 965 Trade Dr., N. Las Vegas

**HOURS:** Monday-Friday, 8am-5pm, PLUS required overtime as needed, including some weekends

**PAY:** \$14.00 per hour, PLUS overtime compensation

## **REQUIREMENTS:**

Must have good office skills, especially in:

- Data entry
- Customer service
- Phone communication

Must have flexibility with:

- Job duties
- Work hours and days, especially in regard to overtime

Must pass:

- An interview
- A drug test
- A background check

## **HOW TO APPLY (call (702) 455-2944 if you have any questions):**

- **OBTAIN** an application.
  - A fillable PDF is at [www.clarkcountynv.gov/election/Documents/PTH-CCED-APP.pdf](http://www.clarkcountynv.gov/election/Documents/PTH-CCED-APP.pdf)
  - Or call (702) 455-2944 to have a paper application sent to you.
- **COMPLETE** the fillable PDF electronically or fill in a printed paper application.
  - Enter CCED Part-Time Hourly Temp for "POSITION YOU ARE APPLYING FOR"
  - Leave EXAM # blank
- **SUBMIT** your application as follows:
  - E-MAIL: [ELINFO@ClarkCountyNV.gov](mailto:ELINFO@ClarkCountyNV.gov)
  - POSTAL MAIL OR IN-PERSON: Clark County Election Dept. Admin. Div., 965 Trade Drive, Suite A, North Las Vegas, NV 89030-7802
  - FAX: (702) 455-2793



CLARK COUNTY  
ELECTION DEPARTMENT  
965 Trade Drive, Suite A  
N. Las Vegas, NV 89030

(702) 455-VOTE (8683)  
(702) 455-3666 (español)  
(702) 455-7871 (Filipino)  
711 (TTY / TDD)

[www.ClarkCountyNV.gov/Vote](http://www.ClarkCountyNV.gov/Vote)